

VSH Governing Body Meeting Minutes

October 24, 2007, 1:30 pm

Medical Director's office

Type of meeting:	Oversight
Facilitator:	Beth Tanzman, Deputy MH Commissioner
Note taker:	Denise McCarty
Governing Body Members:	Dr. William McMains; Michael Hartman, Commissioner of Mental Health (late arrival); Patrick Flood (Designee for Secretary Cindy LaWare); Terry Rowe, Tom Simpatico
Attendees:	Jessica Oski, Scott Perry, David Mitchell (partial meeting), Andy Lowe (partial meeting) Public: Anne Donahue

AGENDA TOPICS: REVIEW OF 9-19-07 MEETING MINUTES; EXECUTIVE DIRECTOR'S REPORT; VSH EDUCATION PRESENTATION; MEDICAL DIRECTOR'S REPORT; QUALITY ASSURANCE REPORT; OTHER BUSINESS: LEVELS OF OBSERVATION POLICY; PUBLIC COMMENT.

Discussed: The September 19, 2007 meeting minutes were reviewed. A minor correction was made. William McMains motioned to accept the minutes as corrected; Patrick Flood seconded the motion. All in favor; Minutes were approved.

Conclusion: 9/19/07 minutes were approved as corrected.

Action: WM motioned to accept the minutes as corrected; PF seconded the motion; motion was approved.

Person Responsible: WM and PF

Executive Director's Report – Executive Director's Report

The Department of Justice visited the hospital the first week of October. They met with members of leadership and they indicated that VSH shows steady improvement. They also said that it was obvious that VSH staff were working really hard to make improvements. There are still areas needed to be addressed.

Terry will be meeting with the VSH Leadership Team and the DMH legal unit to identify major areas of high priority for the hospital to work on in the next 6 months before DOJ visits again in March.

Staff Appreciation Day – November 7th is VSH staff appreciation day. We will order pizzas and give pins and certificates to employees based on their years of service.

At the November Governing Body meeting, the Social Work Department will give a presentation about the current database they are using and examples of what kinds of information they are inputting and tracking.

Policy Development Process – Policies will be disseminated to VSH staff to get feed back from them before they are finalized.

VSH Census – The census is currently 47 and all other hospitals are currently full.

Hospital License Application – The hospital license application is due by 11/1/07. Denise has collected information from various people to complete this application and it is anticipated to be sent to the Board of Health by the end of this week.

(End of Executive Director's Report)

David Mitchell, Director of Education and Training presented an overview of the plans for educating VSH staff.

There are currently two employees in the education department but a third person was just hired and will begin in December.

Overview: (A copy of the powerpoint presentation is available to the public)

New Hire Orientation

Vera Hanks School of Psychiatric Technology

ANGEL – computer based trainings

Seclusion/Restraint Competency

Other competencies/trainings

Education Documentation – organizing education files and consolidating

Emergency Drills

Other projects – training for electronic event reporting system, collaborate with VP&A to develop and offer joint training on involuntary procedures; coordinate Literature and Medicine sessions.

David mentioned that there is a national certification exam for psychiatric technicians, depending on the cost involved, VSH may want to consider doing this.

Public Comment: Concerns that training for performance of tasks of restraint and seclusion are offered rather than training to de-escalate situations and reduce restraint and seclusions or using alternative solutions.

(End of Education and Training Presentation with David Mitchell)

Discussed: Medical Director's Report

We will be having Dr. Radoslavova, a doctor from Bulgaria, shadow/observe our doctors at VSH for one month in order for her to get licensed in the United States. We are not credentialing her, she will not have patient care responsibilities and will be supervised by the attending doctor. WM asked what the requirements for volunteers at VSH were. TR will get more information about our requirements for volunteers.

Nick Nichols – has submitted a grant proposal for \$100,000 through NASMHPD to provide psychiatric consultation services to hospital emergency rooms and to train psychiatrists on web-based searches for evidence based practices to improve care.

Second Spring – There are currently nine patients at Second Spring and this may change to ten patients soon. The Second Spring Committee continue to have weekly meetings.

Changes to VSH documentation – Necessary changes are being made to VSH documentation.

VSH Medical Director Position – The recruitment for this position has been approved by the University of Vermont and will advertised nationally.

There is a symposium on December 5th and 6th in Vermont to look at involuntary treatment and to gather a variety of points of view, the purpose is to minimize coercion and maximize independent liberties for people with mental illness.

(End of Medical Director's Report)

Quality Assurance (with Scott Perry) -

Scott Perry reviewed patient injuries data (see handout for more detailed information regarding the statistics below).

Patient injury - During September, 29 Patient Event/Injury reports were submitted, 12 of these were reports of injury.

All reports of injury were considered minor.

Employee injury - During September, 9 Employee Event reports were submitted and 7 were reports of injury. 5 of the injuries were considered minor, and two were of moderate severity.

Variance Reports - During September, 64 Variance Reports were filed. Scott indicated that variance reports were higher in July and August due to individual interpretation of the levels of observation policy and 15 minute observation checks.

Patient Grievances – During September, 5 Patient Grievances were submitted and investigated, and responses were provided to the patients involved.

Scott Perry also provided statistical information about restraints and seclusions on each unit but due to time constraints with the agenda, handouts were given but this information was not discussed.

(End of Quality Management Report)

Public Comment:

Patient Grievance Process: The data regarding patient grievances that is presented every month is more helpful than it used to be but does not include VP&A grievances that have been submitted on behalf of VSH patients.

Medical Director Position: Will the recruitment of the Medical Director position have public involvement in the process?

VSH Hospital License: Will the Board of Health still issue a license to hospitals that are not JACHO or CMS certified?

Symposium – Concerns about the symposium in December and how the content should include other aspects besides ACT 114.

Other Business-

Levels of Observation Policy –TR summarized why this policy needed to be revised, staff were interpreting the policy differently in respect to patient privacy versus patient safety during constant observations. Jessica Oski reviewed the policy (version 2.4) with the committee. Discussion followed. Minor revisions were made to the policy.

Public Comment: The Mental Health Oversight Committee were very concerned about the curtains being removed from patient rooms even though these concerns were not presented today in public comment format.

Also, it was not clear why louvers could not be put up on the outside of the patient windows which would give privacy to patients using toilets in there rooms while allowing VSH staff to control the louvers. Have alternatives been discussed without having this level of intrusion to patients while toileting?

Discussion followed. WM would like to get feedback from the nursing department.

Motion by Michael Hartman that the changes to this policy thus far be made into version 2.5 and be approved as the interim policy until further discussion can take place on advantages for having doors with windows from a nursing/clinical standpoint and getting an estimated cost for replacing the existing doors and or covering the windows in the doors on patients rooms. This policy would be open to additional public comments.

Patrick Flood seconded this motion; all in favor.

Conclusion: Motion by Michael Hartman that the changes to this policy thus far be made into version 2.5 and be approved as the interim policy until further discussion can take place on advantages for having doors with windows from a nursing/clinical standpoint and getting an estimated cost for replacing the existing doors on patients rooms. This policy would be open to additional public comments.

Action: MH motioned PF seconded the motion; All in favor, motion passed unanimously.

Person Responsible: MH and PF

Due Date: TBD

Andy Lowe, IT Project Manager – Update on Electronic Health Record (hand out is available)

Andy gave a presentation regarding a purchasing agreement with a vendor to provide an Electronic Health Record solution for Vermont State Hospital in support of its mental health mission.

Public Comment: Questions were asked about who owns the rights to the VSH data.

The meeting adjourned at 4:00 pm. The next meeting will be on **November 21, 2007 at 1:30 pm.**

Respectfully submitted,

Denise McCarty
Minute Taker